

# Resident Handbook

## **COOLIDGE HOUSE**

*Residential Re-Entry Center*

(a program of Community Resources for Justice, Inc.)

March 1, 2009

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## **INTRODUCTION**

Welcome to Coolidge House. This facility is a Residential Re-entry Center that provides services to offenders from various Federal jurisdictions, including pre-release inmates, pre-trial detainees, direct court commitments and probationers. Coolidge House is operated according to guidelines of the Federal Bureau of Prisons (FBOP), assisting residents with necessary services and supervision to facilitate their reintegration back into the community upon their release.

During your stay, you will be required to comply with all facility rules and regulations and follow the program designed for you. While you are here, staff will assist in your reintegration efforts.

The program will be explained to you by staff. This handbook explains the entire program, reinforces what is expected of you during your stay and serves as a quick reference.

If you have any questions please contact your assigned case manager, or other administrative staff.

### **Facility Objectives**

Coolidge House, a 120-bed community correctional facility, is a Residential Re-entry Center housing adult male and female federal offenders. The facility is operated by its parent agency, Community Resources for Justice, Inc. (CRJ). Established in 1973 by Massachusetts Half-Way Houses, Inc. (MHHI), Coolidge House is modeled after MHHI's first residential program, Brooke House. Residents are referred from the Federal Bureau of Prisons, Pre-trial Services, United States Probation and other agencies. Residents referred from these agencies are on pre-release or "community corrections" status, or are awaiting trial. Like CRJ's other residential programs, Coolidge House is designed to provide support, resources and the use of life skills training to assist residents in community reintegration and successful completion of the program. Emphasis is placed on aiding residents with employment, vocational and financial management needs and assisting residents in overcoming substance abuse issues, as well as constructive use of leisure time.

Your new address at this facility is:

**Coolidge House RRC**

307 Huntington Avenue

Boston, MA 02115

(617) 437-1967

The parent agency's address is:

**Community Resources for Justice (CRJ)**

355 Boylston Street

Boston, MA 02116

(617) 482-2520

### **Resident Responsibilities**

When an individual becomes a resident of Coolidge House, he or she is expected to deal constructively with the issues necessary for a successful community life. Residents have access to assistance in developing and implementing personal plans. Residents are offered various, but significant, amounts of freedom in this process.

**However, freedom requires responsibility.** Residents adhering to the guidelines set forth in this handbook show a progressive acceptance of that responsibility.

### Description of Parent Organization

Community Resources for Justice (CRJ) is a private non-profit agency, originally founded in 1878, and most recently incorporated as CRJ in 1999. For over a century, the agency has led policy reform and innovative programming for several distinct populations – men and women involved in correctional systems, at-risk and delinquent youth, and individuals with developmental disabilities. Today, CRJ operates both residential and non-residential programs throughout the Greater Boston area, Massachusetts, and New Hampshire, annually serving more than 6,000 individuals. (Refer to CRJ's Annual Report and Individual Program Brochures for more detailed descriptions of services offered.)

### Mission Statement

CRJ is a non-profit organization, incorporated as a charitable corporation under the laws of the Commonwealth of Massachusetts. Its mission statement is as follows:

Community Resources for Justice supports our most challenged citizens. We work with individuals in, or at risk of being in, the adult or juvenile justice systems; individuals transitioning out of these systems back to their communities; and individuals with developmental disabilities requiring intensive support to be part of the community.

Our unique mix of innovative services, advocacy for system improvement, research and publications is designed to build the capacity of the people we care about to live safe and productive lives. These efforts also help communities gain an enhanced sense of safety and improved quality of life.

In everything we do, we are dedicated to being an organization that performs at the highest level, with a workforce possessing the skills and knowledge that ensure a strong positive impact on our clients, our communities and our profession.

## **RESIDENT INFORMATION**

### Resident Arrival & Orientation

All new residents will meet with the Intake/Release Coordinator for an initial intake. Then, he/she will meet with their assigned a case manager and will receive an orientation to the program. The case manager or designated staff will review the following as part of the resident orientation:

- Rules of the program and prohibited acts
- Resident accountability
- Mandatory meetings, house responsibilities, counseling program and resident executive committee
- Disciplinary procedures and escapes
- Emergency medical back-up plan
- Emergency plan and evacuation routes
- Resident Handbook (a copy is given to the resident)
- IPP (Individual Program Plan)
- Health, sanitation and safety instructions
- Coolidge House Program Opportunities
- Program Components – Level System
- Universal Precautions including Human Immunodeficiency Virus (HIV) and Hepatitis B & C Prevention, Risks regarding sexual behavior and drug abuse
- Sexual Abuse/Assault Intervention
- Suicide Prevention

Upon arrival, the resident will be assigned a room. Residents usually remain in the facility for their first three days (72 hours). The resident's status (pre-trial, institutional transfer, etc.) will determine when he/she will be allowed into the community to seek employment. Exceptions may be made for residents who are probation or direct court

commitments and who arrive at the program with prior employment (already employed). Residents are required to obtain full-time (40 hours per week) employment within 15 calendar days after arrival to Coolidge House.

### Dress Code

Residents are expected to be fully clothed at all times. No pajamas, bathrobes, slippers or revealing clothing are allowed to be worn outside of the resident's room. Residents are also expected to be appropriately dressed or covered while sleeping. Staff may request residents change their clothing if deemed inappropriate.

### Resident Rooms

Residents are not allowed in the rooms of other residents. Residents may not have visitors in their rooms. Once a resident has been assigned to a specific room, it will not be changed. Residents are not allowed to rearrange furniture in their rooms at any time.

Resident rooms and all common areas must be clean and neat at all times. Staff will conduct regular inspections. Residents must comply with the following standards of cleanliness for their rooms. In the bathroom, all surfaces must be clean. This includes the toilet, sink, mirror, medicine chest, soap chest, bathtub or shower, tile, tile grout, shower curtain and the floor. In the living area, beds must be made daily. Sheets and pillowcases must be clean. A blanket must cover the bed. Floors must be clean (wood floors dusted, mopped and waxed, carpets vacuumed) including under beds. Windows must be cleaned. Woodwork (baseboards, radiator cover, and windowsills) must be clean. Window screens must be in place. It is expected that each resident room shall be clean before signing out for the day's activity. Beds are made, and lights and electrical appliances (air conditioners, TV's, radios and alarm clocks) are turned off, before leaving for the day. Residents will not be allowed excess property i.e., clothes, shoes, bed lines, towels, etc..

Residents may decorate rooms within the standards of propriety. Wall decorations must not damage the walls. Residents may not rearrange furniture (beds, dressers or chairs) currently in place. Only metal trash baskets are allowed in resident's rooms. Baskets must be emptied daily or before it is full. Clothing must be in the dresser or hung in the closet. Dirty laundry shall be placed in cloth laundry bags only. Excess property is not allowed. The Program is not responsible for any lost or stolen resident property, even in the event of a resident's return to custody.

Sunday through Thursday, residents must be in their assigned rooms by 11:00 PM (exceptions: emergencies, out to work, doing details). On weekends, (Friday and Saturday) residents must be in their assigned rooms by 12:30 AM. Throughout the night, bed checks will be conducted to ensure accountability of all residents.

### Prohibited Items

1. Personal pillows, blankets, and bedspreads (other than those provided).
2. Cardboard boxes.
3. Extension cords or multi-plugs.
4. Scatter rugs.
5. Curtains.
6. Aerosol cans.
7. Flammable materials
8. Nude or semi-nude posters/pictures displayed.
9. Heating elements (hot plates, irons, heaters, and coffee makers).
10. Upholstered furniture.
11. Incense and candles.
12. Colored light bulbs.
13. Personal lamps.
14. Electronic Equipment:
  - TV's with screens larger than 19 inches.

*(Cont'd. on next page)*

- "Home made" TV or radio antennas.
  - TV sets may not have broken exterior casings and no frayed or spliced wires.
  - Separate stereo system components: Components must be in one unit
  - For any electronic equipment that can be heard outside of your room, headphones are required.
  - Residents are allowed to have either a DVD or a VCR (not both).
  - Only laptop computers are allowed, not computer systems (*See Internet Access & Computers section*)
  - Cell phones, cell phone components, palm pilots or pagers.
15. Alcoholic beverages or medication containing alcohol (cough medicine, mouthwash, perfume, cologne, etc).
  16. Plastic milk crates.
  17. Plants.
  18. Tools.
  19. Recording devices (tape recorder, video camera, camera or pager watches, etc.)
  20. Forks/steak knives, box cutters, jackknives.
  21. Tobacco and tobacco products including lighters and matches.
  22. No food or drink in resident rooms, halls, or TV room.

**Paper or plastic bags are strongly discouraged.**

#### Cleaning Supplies

Residents may store one wet and one dry cleaning chemical in their rooms. In order to complete their assigned details, residents may obtain cleaning supplies from program staff, at the Front Desk.

#### Safety Issues

The following guidelines are provided for the resident's personal safety and the safety of the program:

- The use of plastic liners in trash cans or the storage of plastic bags in any resident room is **PROHIBITED**. Residents must use a steel or metal trashcan and empty it frequently. In addition, residents must use a cloth laundry bag for dirty laundry.
- Any electrical appliance (shaver, curling iron, hair dryer, fan, etc.) should be **UNPLUGGED WHEN NOT IN USE**. Do not leave any appliance connected to the outlet in close proximity to a water source (toilet, sink, shower, etc.).
- Residents are not allowed to bring in their own furniture unless approved by staff. Furniture may be moved to allow more convenient access to outlets as long as furniture does not block emergency exits or room doors.
- It is **MANDATORY** that all mattresses are used with green plastic mattress covers to prevent the spread of fire. Pillows and blankets other than those issued on arrival are **NOT ALLOWED**. Pillows and/or blankets not issued by the program will be removed from resident rooms.
- Always notify staff immediately of any electrical and/or plumbing problems in your room.

#### Universal Precautions

Universal Precautions are steps that need to be taken in order to prevent the spread of infectious diseases through contact with blood and other bodily fluids. These steps are relatively easy to follow, and serve to prevent the spread of Human Immunodeficiency Virus (HIV), Hepatitis, and other bloodborne pathogens.

Simple steps that should be taken are:

- Avoiding any contact with another person's bodily fluids, especially blood, fluids that are contaminated with blood, fluids that could potentially be contaminated with blood, semen, and vaginal fluids.
- Any spill of blood or bodily fluids, whether accidental or resulting from an injury/emergency must be reported to staff immediately, so that they can be cleaned up by staff using the Universal Precautions Blood/Body Fluids Clean-up Kits.
- Protective equipment/gear (e.g. protective goggles, face shield, latex gloves, etc.) should always be used whenever there is the potential for coming into contact with any bodily fluids, such as whenever you are assisting anyone who has been injured or is ill.
- Avoiding direct contact with surfaces or items that may contain blood or bodily fluids, such as soiled laundry, without taking proper precautions (i.e. wearing protective gloves, etc.)
- Avoid sharing personal hygiene items (e.g. razors, toothbrushes)
- Ensuring that all contaminated surfaces are properly decontaminated and disinfected with approved cleaning methods and products
- Protecting of mucous membranes (eyes, mouth, and nose)
- Protecting of any opening in your skin (cut, wound, eczema)

Any exposure to blood or other fluids should be reported to staff immediately, so that preventative medical treatment can be sought whenever possible. The safest way to limit the transmission of bloodborne pathogens is to treat any and all spills of blood or bodily fluids as if they pose a risk for infection.

#### Human Immunodeficiency Virus (HIV)

HIV is a virus which affects the Immune System in humans, causing any infected individual to become much more susceptible to infections and illnesses as the virus spreads throughout the Immune System causing damage to it. HIV can eventually lead to Acquired Immune Deficiency Syndrome (AIDS), which is when the HIV has created severe damage to the Immune System, causing the individual to be susceptible for opportunistic infections, which tend to be much more serious and potentially life-threatening.

HIV is transmitted from person to person by blood, semen, vaginal fluids, or breast milk. Common means of transmission from one person to another are: sharing needles, having unprotected vaginal, anal, and oral sex, blood transfusions, or a mother infected with HIV breastfeeding an infant. These risks for infection can be limited by not sharing needles, using condoms every time you have sex, or abstaining from sex. In addition, drug and/or alcohol abuse can potentially lead to situations where you might be prone to engage in behaviors that greatly increase your risk of infection with HIV and other bloodborne pathogens, such as Hepatitis. The best tool for preventing the spread of HIV/AIDS is education. By keeping in mind the steps you need to take in order to decrease your risk of infection, you will hopefully be less likely to engage in behaviors that will increase your risks of infection.

In order to become infected, the HIV virus must enter your bloodstream. Therefore, there are other instances where a person can become infected with the virus, such as if it were to enter their bloodstream through even a very small cut or wound on their skin.

Getting tested for HIV/AIDS is another effective means of preventing the spread of the virus. Many individuals who are infected, have not been tested, and are unaware, and could then potentially spread the virus to others, such as their sexual partners, unknowingly. Many individuals who have been infected with HIV often experience no symptoms for as long as many years. There are resources available in the community for getting tested for HIV/AIDS, as well as for assisting those who are HIV positive with obtaining the services that they require. These resources include a number of medications and treatments which can be used to treat HIV/AIDS and significantly limit their symptoms, allowing many infected individuals to lead normal, healthy lives.



### Hepatitis B & C

Hepatitis B (HBV) is a disease that is caused by a virus which affects the liver in humans. Like HIV/AIDS, it is spread through contact with bodily fluids, such as when sharing needles (whether for tattooing or IV drug use), having unprotected sexual contact, infection through open cuts or wounds, or fluid contact with mucous membranes (i.e. eyes, nose, and mouth). The spread of Hepatitis B can be limited by getting the vaccine (a series of three inoculations) from a healthcare professional. According to the Center for Disease Control, approximately 30% of individuals infected with HBV do not exhibit any symptoms. For those who do, the symptoms can include: jaundice, fatigue, abdominal pain, loss of appetite, nausea, vomiting, and joint pain. Chronic infection with HBV can lead to cirrhosis (liver damage), liver cancer, and eventually liver failure (fatal). There are treatments available for HBV, however, their efficacy often depends on how soon after infection the virus is diagnosed. Testing is recommended for individuals in high risk groups.

Hepatitis C (HCV) is also a disease which is caused by a virus that affects the liver in humans. Unfortunately, there is no vaccine or cure for Hepatitis C. There are treatments for HCV, which are also more effective when the virus is discovered earlier rather than later. Symptoms of HCV can include: jaundice, fatigue, dark urine, abdominal pain, loss of appetite, and nausea. The means of transmission of HCV are similar to other bloodborne pathogens, including, unprotected sexual contact, contact with infected needles, sharing personal hygiene items, contact with infected blood or bodily fluids, infections through openings in the skin, and exposure to infected tattooing/body piercing tools. According to the Center for Disease Control, 80% of infected individuals exhibit no signs or symptoms of HCV infection. Testing for HCV is recommended for individuals in high risk groups, such as IV drug users, blood transfusion/organ recipients prior to 1992, hemodialysis patients, and individuals treated with clotting factors prior to 1987.

### Sexual Abuse & Assault Intervention

Sexual Abuse and Assault are often difficult to prevent, as they typically occur unexpectedly or secretly. There are some steps to take to stop any abuse from taking place. First and foremost, if it has already occurred, or continues to occur, report it immediately. While admitting that this type of abuse has taken place can be incredibly difficult, it is the first step to stopping the victimization. Victims of sexual assault or abuse can be male or female, child or adult, from any type of background, and of any physical appearance or size. Admitting that you have been victimized does not mean that you are physically or mentally weak, or that you did anything wrong. In addition, seeking support for past sexual abuse or sexual assault, such as individual or group counseling can help a lot of individuals lessen the effects of the abuse. Some of these effects are: low self-esteem, self-destructive behavior, anxiety, and depression. In addition to the emotional damage, victims of sexual assault and abuse may also have a higher risk for contracting a sexually transmitted disease (STD).

Sexual Assault and Abuse (which is typically the term for ongoing assaults) can be identified by the following:

- Unwanted physical sexual advances
- Unwanted groping, fondling, or touching of genitals or other body parts in a sexual manner
- Coercion to perform sexual acts (oral sex, intercourse, etc.), whether through overt or direct threat of physical harm, or in exchange for protection or other favor, etc.
- Forcible intercourse, rape, or penetration of mouth, anus, vagina, or forcible oral copulation

Any allegations of sexual assault or abuse will be handled with confidentiality and privacy, to the extent that is legally allowable. Any reports of sexual assault or abuse will be reported to law enforcement authorities for investigation, as well as the Bureau of Prisons or US Probation. In the case of recent sexual assaults, the reporting victim will be asked to seek medical treatment, in order to attend to any physical or bodily harm that has taken place, and also to collect any physical evidence which may be present. In these types of cases, it is best for the victim of the assault to refrain from showering/washing, or from using the toilet in order to ensure that physical evidence is not destroyed. If an assault has taken place farther in the past, where physical evidence is no longer

present, it is still extremely important to report the assault. In addition, an individual who seems to be overly sexually aggressive or interested should be a cause for concern. Any unwanted verbal or written sexual advances that are declined and continue should also be reported, so that the behavior can be dealt with accordingly. This type of behavior could potentially be a precursor to sexual assault.

### Suicide Prevention

Many individuals who are suffering through difficult times may contemplate committing suicide. In some cases, these individuals do nothing more than considering the act of suicide (suicidal ideation), without ever developing a specific plan, or actually making an attempt. When someone is in the mindset of even considering suicide, it is necessary to get them some assistance as soon as possible. Whether this assistance come in the form of emergency psychiatric evaluation, ongoing psychological counseling, or use of psychotropic medications, the decision should be made by a trained mental health professional.

There are certain factors that may put an individual at a higher risk for suicidal ideation or attempts. These factors include, but are not limited to:

- Loss (e.g. death of a loved one, loss of job, divorce, loss of freedom, etc.)
- Abuse (physical, sexual, emotional, verbal)
- Serving a jail or prison sentence
- Mental Health Issues
- Family Issues
- Substance Abuse/Alcoholism
- Domestic Violence
- Relationship Issues
- Sexual Identity Crises
- Work Pressures

In many cases, an individual who is contemplating suicide, or has already decided to commit suicide, gives signs to those around them, often as a "cry for help". Some of these signs can include:

- Stating it directly ("I wish I were dead", "I'm going to kill myself", "If I were gone, everything would be better", etc.)
- Giving away prized personal possessions
- Engaging in self-destructive behaviors
- Being preoccupied with suicide or death
- Sudden changes in weight, personal appearance, personal hygiene
- Self-mutilation
- Sleep disturbances (insomnia, hypersomnia)
- Mood Swings
- Increased use of alcohol or drugs
- Withdrawing from family, friends, co-workers
- Unusual visits or phone calls
- Making arrangements, getting personal business in order
- Obtaining weapons, stockpiling medication
- Prior suicide attempts

Most of the risk factors for suicide are easily identifiable by those who are close to individuals contemplating suicide. Often times, the warning signs go unnoticed until it is too late. Therefore, it is extremely important to seek treatment for anyone who exhibits any of the signs listed above, or who may be at an increased risk for committing

suicide. The signs should be taken seriously. It is also important to assure the person that you are available (physically and emotionally), and that you are there to help. If you are unable to offer assistance, seek help from others. If the individual has developed a plan, it is important to keep that person away from the tool that he or she plans to use (firearm, pills, etc.).

If you yourself are contemplating suicide, it is important to get help immediately. There are numerous resources in the community to assist individuals suffering mentally. If you feel that you, or anyone else is an immediate danger to him or herself, or anyone else, seek out a staff member immediately. The program has access to various resources to assist with emergency evaluation (on-site), and mental health treatment in the community.

### Smoking

Coolidge House is a NON-SMOKING building. All tobacco and tobacco products are prohibited items and are not allowed. Residents are not allowed to smoke within the facility. Smoking is not allowed in any part of the building.

### Inspections/Searches

There will be regular inspections of resident rooms, and common areas by staff for cleanliness and contraband items. When entering and leaving the building, staff may inspect bags and packages and pat searches may be required. Staff may conduct searches of any part of the building, any resident's property, or any resident's person at any time if deemed necessary for the safety and security of the facility.

### Common Areas

All common areas must be clean and neat at all times. Residents may congregate in the recreation room (common room/TV room) on the first floor. Residents may go out in front of the building **only** to have a cigarette or for fresh air. Female residents are allowed above the second floor **only** to complete a detail, to meet with staff, or in an emergency. Male residents are allowed on the second floor **only** during meals, to complete a detail, to meet with staff or in an emergency. Lying down or sitting on the floor in common areas and the front lobby is prohibited. In addition, lying down on the furniture in the lounges is also prohibited. Male and female residents are not allowed in the elevator together. Storing food (Tupperware containers) is prohibited and will be discarded by staff on a daily basis.

### Resident Conduct

- Residents may have only incidental contact with other residents, former residents or convicted felons outside Coolidge House, and the only exception involves an employment situation.
- Residents may not communicate by phone or mail with inmates at other correctional institutions, unless correspondence is approved by FBOP.
- Residents may not communicate, contact or make statements to any member of the media without prior approval by FBOP.
- Residents may not enter into any legally binding contract without the prior approval of the Program Director. This includes signing-up for credit cards, cell phones, etc.
- Residents may not engage in "romantic behavior" while in Coolidge House.
- Residents may not buy or possess gambling paraphernalia, including lottery/scratch tickets.
- No resident may possess, purchase or use intoxicants while living at Coolidge House.
- Residents may not drive; have a cellular phone, pager or other electronic communication device in their possession without written permission from the Program Director or designee.
- No residents may change their appearance without prior approval from their case manager or wear hats in the building.

### Out of Bounds

The following are prohibited practices or are areas that are off-limits for all residents:

- Loitering in the lobby or in front of the building.
- The resident lounge and TV room area after 11:00 PM, and 12:30 AM on Friday and Saturday.
- In the basement or rear stairwells (with exception: emergencies, doing details, or to do laundry but not with a member of the opposite sex.)
- In the area behind the Coolidge House front desk.
- More than one resident at a time in the lobby.
- Any other room or floor but their own, unless there for specific program business. If a resident cannot be located in a common area or his/her room, an incident report will be written.
- Certain community establishments (e.g., bars) are off-limits to residents, as identified by staff.

### Meals

Lunch and dinner is served Monday through Sunday between the hours of 12:30PM – 1:30PM and 5:00 PM - 7:00 PM. The kitchen is open for breakfast between the hours of 5:30AM – 7:00AM.

Residents may request a "bag lunch" by putting their name on a list posted outside the kitchen the evening before. In addition, residents who wish to have an evening meal saved for them may also request this by putting their name on the list.

Food is allowed ONLY in the DINING ROOM and RESIDENT LOUNGE. (No food in resident rooms, halls, or TV room). No food or drinks are to be taken out of the dining room, except for a bagged lunch for work. Residents may bring their dinner to the resident lounge if there is no seating available in the dining room.

### Telephones

Residents may use the common pay telephones in the first floor lounge and the dining room. Residents may also use the pay telephones on their respective floors. Calls must be limited to fifteen minutes. No telephone messages will be taken at the front desk, unless it is an emergency.

### Mail

Resident mailboxes are in the front lobby behind the reception desk. Mail and telephone messages will be left in the assigned mailboxes. (Resident mailbox numbers are the same as their room number.)

### Radios & Television

No TVs over 19 inch screen are allowed. Televisions must not be loud enough to be heard outside of a resident's room. When listening to music, personal headphones must be used. No resident radios or televisions are allowed in common areas. Radios or televisions with homemade antennas, broken exterior casings and frayed/spliced wires will be removed.

### Internet Access & Computers

Residents are not permitted to have internet access at any time while in the building. Additionally, any resident with restrictions regarding their access to computers or the internet/email, either in their Special Conditions of Supervised Release, or as dictated by the Bureau of Prisons, may not use, possess, or have access to a computer or the internet at any point, including job searching, employment, or at their approved residence.

Personal computers or laptops are only permitted in the building under the following conditions:

1. The resident is not restricted from use of any computer,
2. The computer does not have wireless internet capacity, including internal wireless access cards, or slots for external wireless access cards

Residents who are not restricted from computer/internet use are permitted to use the internet for job searching purposes at a local career resource center, or as part of their employment if required as part of their job responsibilities or duties. Program staff can and will confiscate any unapproved, or questionable, electronic devices, computers, computer components, or other devices at any time.

### Money

Residents may not lend or borrow money from one another.

### Wake-up Policy

Unemployed residents must be awake, and dressed, and their beds must be made by 8:00 AM, Monday through Friday. (This responsibility rests with residents). Alarm clocks should be purchased within 3 days of arrival. Arrangements for a wake-up, for indigent residents, may be made with case managers.

### Resident Accountability (Sign-in/Sign-out)

**All** resident movement must have pre-approved permission from Coolidge House staff and must be documented on the structure sheets at the front desk. It is the resident's responsibility to acquire permission for leaving the premises and changing their location, and, to ensure that Coolidge House staff is aware of the resident's whereabouts at all times. It is the resident's responsibility to know their exact time of return and to return to the program by that time.

- As resident movement may vary, prior permission may be required by any of the following staff: front desk staff, the resident's respective case manager and the Program Director. In addition, Federal Probation and /or the Federal Bureau of Prisons staff may be required to approve the resident's movement (depending on the circumstances).
- It is the resident's responsibility to sign in and out of the building at the front desk EVERY time he/she exits or enters the building. It is the resident's responsibility to ensure that the front desk staff record the destination, address, phone number, time out of the building and time in. The resident must provide this information in person to staff at the front desk. It is the resident's responsibility to get the appropriate permission from Coolidge House staff prior to changing destination. **All residents should wait behind the fire door during sign-outs. Only one resident is allowed at the front desk at a time. Residents are prohibited from sitting on the lobby bench unless directed by staff.**
- When a resident is out of the building at an approved site, he/she must call the Coolidge House front desk to get permission before changing locations. Residents must call on departure and must also contact the front desk staff upon arriving to the new destination from a verifiable phone. (Verifiable phone means it must show up on the caller ID or the resident will be instructed to call from another phone.) If a resident is not found to be at their last call-in location (for example during a spot check), the resident will most likely be considered out of place and appropriate disciplinary action will be taken.

Residents are not allowed to accept any property or gifts while outside the program without prior program approval. All property or gifts must be accepted at the program.

- It is the resident's responsibility to remain at the location to which they are signed out. If the resident needs to leave the premises, it is the resident's responsibility to acquire permission from Coolidge House staff.
- The resident is responsible to be reachable by telephone or by Coolidge House staff AT ALL TIMES.
- Residents on job search must make their predetermined call-ins from a verifiable phone and must follow their pre – approved itinerary.

- Subsequent two-hour call-ins may be required.
- Residents that are 30 minutes late without proper documentation will be issued an incident report.

Failure to follow any of these conditions may result in a sanction up to and including disciplinary transfer.

### Laundry

Residents are required to wash their sheets and pillowcases at least weekly during their LTA or PRA periods. Indigent residents will incur no cost and may do their laundry at Coolidge House, with the approval from their case manager. All residents may exchange their linens once a week for a clean set.

### Drug and Alcohol Tests

Program Staff may request a urine sample, for the purposes of drug and alcohol testing from any resident at any time. Residents who are mandated to provide urinalysis samples are required to physically produce the urine sample at the time that one is requested. Failure to provide a urine sample within 2 hours of the request by staff will be considered a "stall violation" and will result in an incident report being written. Even if this is the case, the resident will still be required to provide the urine sample as soon as they are able.

The procedure for residents to provide urine samples is as follows:

1. When the staff member requests that a urine sample be provided, the resident must remain under staff supervision until they provide the sample. If he or she is unable to provide a sample at the time that it is requested, he or she will remain on the bench in the Front Lobby until able to provide the sample. Only 8 ounces of water may be consumed prior to the resident providing the requested urine sample. Unless medically necessary, no other beverages, medications, or food items may be consumed prior to the resident providing the urine sample.
2. The resident will provide the urine sample in the designated urine collection room, only after emptying their pockets, removing any large coats or jackets, submitting to a pat search, and washing their hands prior to being handed the sample bottle.
3. The resident will physically produce the urine sample under staff observation, cap the bottle, and hand it to the staff member.
4. Once the appropriate paperwork has been completed, and the resident has signed all required documentation, the resident will witness the staff member sealing the bottle.
5. Once the bottle has been sealed, the resident may leave the urine collection room, unless instructed otherwise by the staff member.

Any attempts to circumvent the urine collection procedures will be dealt with by severe disciplinary sanctions. This includes residents who attempt to dilute their urine sample, substitute any other substance for their urine sample, employ the use of any device, apparatus, or container to tamper with a urine sample, or provide urine to another resident for the purposes of tampering with the urine collection procedures. In addition, any resident who is found to be in possession of any item deemed purposed for the substitution or tampering with the urinalysis testing procedures, even when not being asked to provide a sample, will be held accountable for attempting to tamper with the collection of urine samples.

Residents referred from the Federal Bureau of Prisons and assigned drug aftercare or drug history must provide four urine samples per month.

On a random basis, residents will also be tested for alcohol use with an Alco-Sensor (breathalyzer). Alco-Sensor tests may be requested by program staff at any time. Any failure on the part of a resident to provide an adequate breath sample for the test will be deemed a refusal to provide the alcohol test. Any result higher than .000 will be

considered positive, and a subsequent confirmation test will be conducted by staff at least 15 minutes after the first test. Residents must remain under staff supervision between these tests, and may not consume any food or beverage during this time. Appropriate disciplinary action will be taken for positive results.

It has been determined by the Federal Bureau of Prisons that consumption of poppy seeds may cause a positive urine test for morphine and codeine. As a condition of participation in community programs, all residents will be prohibited from eating any food products that may contain poppy seeds.

In addition, the FBOP indicates that the use of Vicks, and benzedrex inhalers without a physician's certificate, could result in a positive urine test for methamphetamine. Residents are advised not to use or possess these products except as prescribed by a physician.

Residents should check with a staff member or a pharmacist prior to taking any over-the-counter medications to ensure it will not result in a positive drug or alcohol test. It is the resident's responsibility to inform medical staff if they have a substance abuse requirement.

### Medical Services

Emergency care is available to all residents of Coolidge House on a 24-hour, seven day a week basis. Coolidge House has a written agreement with area hospitals, located approximately one mile from the facility. If a resident has a medical symptom that poses a significant and immediate danger to his/her health, he/she will be treated immediately. Any health issue that can be treated after a resident's discharge should be scheduled at that time.

Expenses for medical and dental care are normally the responsibility of the resident and may be paid for personally by the resident or by an insurance plan. Transportation to hospitals via ambulance are also the resident's financial responsibility.

Offenders that have been referred by Federal Probation or Direct Court are required to have a physical examination (like a general office or insurance type physical not requiring hospitalization to complete the exam) within 5 working days of arrival at the facility and at no cost to the resident. The results of the physical examination are documented and made part of the resident's file.

Staff will make arrangements for examination of a resident within 24 hours of suspecting, or having actual evidence of, a communicable or debilitating physical problem.

If a resident has a serious condition/emergency (chest pain, bleeding), he/she should notify the front desk or a case manager, and the resident will be transported to the Emergency Room via ambulance. If a resident is ill on a workday and unable to go to work, he/she must advise his/her case manager. If the resident is excused from work or the day's activities, he/she is limited to bed rest for the entire day. Participation in any in-house activity, outside activity or recreational activity is prohibited while a resident is on bed rest. Manipulative attempts by residents to use sick call to avoid participation in program activities will result in the case manager being notified and the resident's behavior will be dealt with accordingly.

No dietary supplements or weight gainers are allowed unless medically prescribed for an illness.

Coolidge House has basic first aid supplies available at all times which are located at the front desk.

NOTE: Regarding universal precautions: In cases of accident or emergency, all resident's blood or bodily fluids should be handled as if infectious. If there is a spill in a resident's room, clean-up kits are available at the front desk and should be utilized in any or all such situations.

### Prescription Medication

All medication prescribed by a physician must be given to staff immediately. Residents may not take any medication before it is turned in to staff and logged in, unless a medical emergency. All medication will be dispensed as prescribed. Medications are distributed nightly between the hours of 7:00 PM – 8:30 PM and on an as needed basis according to doctor's orders. Resident's prescribed medication cannot be kept in their rooms, unless it is specifically intended to be "kept on person", and has been appropriately logged by staff and returned to the resident.

All BOP residents who are prescribed, or in need of, psychotropic medications (e.g. antidepressants, anti-anxiety medications) MUST seek these medications through Bureau of Prisons approved resources. The costs of any related evaluations and/or treatment as referred by the Bureau of Prisons to a contracted treatment provider will typically be at no cost to the resident. The costs of medications, on the other hand, will be the responsibility of residents. Therefore, it is essential that all residents who are eligible apply for free care or MassHealth as soon as possible, if they are unable to secure health insurance benefits through their employer or a family member/spouse.

Any resident who is prescribed medication, especially narcotic or controlled substances, MUST disclose any substance abuse history, participation in substance abuse treatment, and early release eligibility based on that treatment (if applicable) to the treating physician PRIOR to the prescribing of the medication. Any resident who fails to disclose this information to the treating physician, dentist, or other treatment provider will be subject to disciplinary action, as well as review of their program placement by the Bureau of Prisons.

### Drug/Alcohol/Mental Health Treatment

Any resident who is designated by the Bureau of Prisons or by the USPO for treatment related to substance abuse, mental health, or due to a sex offense history (not limited to arrests and convictions) shall comply with all requirements placed upon them. This includes: attending all appointments as scheduled with outside treatment providers, attending all assigned in house groups or classes, actively participating in any assigned treatment. Appointments with outside treatment providers are NOT to be re-scheduled without express permission from the assigned Case Manager, and may only be re-scheduled with adequate advance notice (i.e. not the same day as the scheduled appointment). Any resident who is designated for treatment through the Transitional Services office for the Bureau of Prisons (e.g. those attending Adcare, mental health treatment) should be aware that their progress in treatment, including attendance at appointments, is monitored by the Bureau of Prisons, and failure to comply with these requirements can and will jeopardize placement in the program and/or early release eligibility. In addition, any failure to comply with all applicable treatment requirements will result in disciplinary action.

### Recreation

Residents are invited to use the common room and TV room located on the first floor of the facility. This area can also be used when family and guests visit residents.

### Religious Services

All residents are entitled to attend religious services. Requests to attend services are handled on a case-by-case basis by the Coolidge House Director or designee. The residents' prior practice of attending religious services will be considered. Residents will be held accountable while participating in religious activities through telephone calls, which will be documented on Resident Sign-in/Sign-out Log sheets. Any resident requesting to attend religious services must go to the religious facility closest to Coolidge House and provide documentation of their attendance upon return to the program.



### Visitors

Residents may only receive visits from IMMEDIATE FAMILY MEMBERS (i.e. parents, siblings, sons/daughters, and spouse). If a resident does not have immediate family who will be visiting, or if he/she has plans to reside with other individual(s) upon release, those directly involved in the release plan (e.g. significant other, extended family member) of the resident may visit. Residents must identify all immediate family members and those directly involved in release planning as potential approved visitors with their Case Managers during their initial orientation. Visitors for Coolidge House residents must leave photo identification at the front desk. If the visitor does not have photo identification, he/she will not be allowed to remain in the building. All visitors are to remain on the first floor of the building. Unaccompanied children under the age of 18 are not allowed. Children are not to be left unattended at anytime. Residents are not permitted to bring children when reporting for a personal check – in (PCI), or when a resident is in the building for life skills or substance abuse groups. No pets are allowed anytime. Visiting hours are posted at the front desk. Visitors may not use cell phones while in the building.

### Resident Rights

1. Residents shall be accorded equal access to all facility programs and services regardless of their sex, sexual orientation, mental or physical handicap, color, religion, creed, or political beliefs.
2. Residents shall be entitled to humane, decent, courteous, and professional care.
3. Residents shall not be denied access to medical services nor denied medical care appropriate to their needs.
4. Residents are prohibited from being used as subjects in any scientific experiment.
5. Residents are entitled to their religious beliefs and shall be accorded voluntary access to religious services so long as such access does not constitute a threat to facility security and order.
6. Information related to any resident's case is completely confidential and shall not be shared with an outside party, unless:
  - a. The resident signs a written consent to release specific information to an identified party;
  - b. The resident shares information that indicates alleged child abuse or criminal activity;
  - c. A duly authorized agency or person requests criminal offender information;
  - d. the information is subpoenaed by a court order;
  - e. the information to be released is necessary to protect the health and safety of the resident;
  - f. the information is necessary to comply with periodic audits conducted by state, local or national agencies; or,
  - g. the information is used for the purpose of conducting legitimate scientific research and, in so doing, the identity of any resident remains anonymous.
7. Residents shall be entitled to a fair and judicious process regarding the handling of any disciplinary matter. The process in any major disciplinary matter shall include:
  - a. notice of charges;
  - b. Miranda warning (for criminal offenses),
  - c. notice of hearing;
  - d. twenty-four (24) hour preparation;
  - e. staff representation;
  - f. calling of witnesses;
  - g. offering of testimony;
  - h. cross examination of witnesses; and
  - i. appeal of findings.
8. Corporal punishment is prohibited.
9. Residents shall be entitled to legal rights that include attorney consultation, legal correspondence, and access to courts and governmental agencies for the purpose of filing legal papers.
10. Residents shall be accorded uninhibited access to the grievance process and shall not be subject to reprisal or the threat of reprisal when engaged in said process.

11. Residents shall be accorded the right to choose their own dress, subject only to the limitations contained in the dress code.

## **PROGRAM**

### **House Work Details**

It is the responsibility of every resident of the House to contribute to the cleanliness and sanitary nature of the house. Residents will be assigned a detail upon arrival at the program. All work must be performed in a timely manner. All equipment must be thoroughly cleaned and returned to the proper storage area. Upon completion of a detail, the staff member on duty must check the detail for completion. The resident should accompany the staff member to ensure that the detail has been checked off as completed. Failure to complete the detail in an acceptable manner will result in house management restriction and loss of free time and/or passes or furloughs. Details must be completed daily and are each resident's responsibility. Details are to be completed thoroughly and as assigned. Incomplete work will result in program sanctions.

Detail changes are assigned on a seniority basis. When there are more than enough residents in the house to cover all details, those individuals who have been in the house the longest, and are successfully meeting program responsibilities, may be put on Project Status. This means that they will have no regularly assigned detail, but will be asked to help out on special project assignments. In addition, residents will clean up after themselves in the kitchen, and to help keep the common areas in order.

### **Extra Duty Detail**

If a resident owes extra duty, any staff may request that residents perform these duties at any time.

### **Work Parties**

When necessary, all residents will be involved in work parties for the maintenance and improvement of the house. All residents are responsible for keeping the house clean and neat. You may be called upon by any staff member at any time to do necessary chores in common areas. If there is a time conflict with a resident's employment, arrangements must be made with the facility manager in advance to reschedule the resident's chores. A length of time estimate will be provided when available.

### **Subsistence**

All residents are required to pay subsistence as a part of their financial responsibility to the program. Residents will be charged subsistence according to the guidelines established by the Federal Bureau of Prisons. This amount will be 25% of a resident's weekly gross pay, not to exceed a weekly amount in excess of seven (7) times the daily rate, rounded down to the nearest dollar amount. Once the resident's weekly amount is determined, the resident is expected to purchase a money order in the specific amount made out to Coolidge House/CRJ. Money orders will not be accepted with any change (i.e., cents) on them. The resident will submit the money order and pay stub that was given to the resident by the resident's employer during the Subsistence Meeting.

Each resident must report to the Subsistence Meeting on Wednesdays between 2:00 PM and 10:00 PM in Room 213 (Administrative Office) to address their subsistence obligation, unless other hours are specified. Residents who are not paying subsistence must also attend.

- **Pro-Rated Subsistence**

Each resident will also be required to pay a pro-rated subsistence at least 2 weeks prior to their release date. Pro-rated subsistence is collected in advance, to ensure payment before a resident is released. Each case manager will provide his/her resident with a copy of this calculation with a date that the expected payment is due.

### Savings

Residents are required to save 25% of their gross income in a passbook savings account. Residents must present the passbook at each Subsistence Meeting. Residents may not make withdrawals from their savings accounts without prior approval from their case manager. Residents who arrive at the program with no release residence may be required to save more.

### Employment

Residents have 15 days, from the date of their arrival at the facility, to secure full-time (40 hours) employment. Failure to do so will result in a formal Incident Report and possible loss of Good Conduct Time. To secure employment, residents must present the prospective employer with an Employment Verification form. The employer MUST be advised of the resident's current situation and placement at Coolidge House. Upon receipt of the completed Employment Verification form, the Program Director or Assistant Director will decide if the proposed employment is acceptable. Employment Verification Forms must be completed and approved by FBOP and Coolidge House before residents will be allowed to start employment. Residents may not terminate their employment under any circumstances without permission from their case manager. Residents terminated by an employer can be subject to Incident Reports. Examples of termination that are subject to Incident Reports are: Inappropriate behavior, theft of goods/services, unexcused absences, tardiness, not providing an employer proper notice before changing employers. Each report of termination will be reviewed to determine the proper course of action. If for some reason a resident is terminated or must leave their employment, the resident will then have 15 days from the last day that they worked to secure full-time (40 hours) employment. Residents may only work 6 days a week and must take 1 day off between Tuesday and Monday. Residents being paid hourly may work up to 54 hours a week. Residents being paid on a salary basis are only allowed to work 40 hours weekly. Residents may have no longer than 12 hours daily to be out of the program.

Residents are required to secure employment that matches their education and work history. Compensation for employment must be in line with the current pay scale for similar position within the employment field. The Employment Specialist at the program is available to assist residents with their job search, and will also be monitoring residents' progress during the course of job search, as well as their progress during the course of their employment.

Employment that does not meet program requirements can be disallowed at any time e.g., working with or for family members. It is the resident's responsibility to provide all documentation for request to operate a motor vehicle and to carry an electronic device. Until this documentation is completed and approved operation of a motor vehicle and position of an electronic device is prohibited.

As required by the Bureau of Prisons, all residents will be subject to daily telephonic spot checks by program staff. These calls are made on a random daily basis, and must result in program staff speaking with the resident at an approved work site over the telephone. Any resident who fails to be reachable at the approved work site will be deemed to be out of place, and will be subject to disciplinary action. In addition, program staff may physically inspect job sites of residents, and/or conduct in-person spot checks for residents who are signed out of the program for work purposes.

### Mandatory Meetings

Residents must attend the following mandatory meetings:

1. House Business Meetings - case manager will inform a resident of the day and time.
2. Counseling sessions - see case manager for day and time.
3. Subsistence Meeting – Room 303, Tuesday between 1-2 PM or 4-8 PM.

4. All residents shall attend a Program Review Team (PRT) meeting usually held on Thursdays. The date will depend on the resident's program arrival date, but not more than two weeks after arrival.

The mandatory in-house (house business) meeting will be scheduled as necessary, although additional meetings may be scheduled from time to time. Everyone must attend the individual counseling Session, a minimum of ½ hour per week, to be scheduled by assigned case managers. All residents must attend the subsistence meeting, even if they are unemployed.

Additional meetings that may be required including: weekly in-house substance abuse groups; life-skills meetings; and meetings with the Program Director or Assistant Program Director as deemed necessary.

### Program Levels

Coolidge House is a sanction center that operates on a level system that includes program components. Residents are classified into one of three program components: community corrections, pre-release, or home confinement. Program requirements are basically the same, however, privilege and supervision requirements differ. A supervision system with "levels" defines the needs of each resident and restriction of their sentence. Levels of supervision will be assigned by the Program Review Team (PRT) as well as any revisions.

- LEVEL ONE:** Community Corrections  
Generally, residents have no access to the community with the exception of emergency situations. Visits are conducted at the facility.  
‣ No sign-outs/restricted to building.
- LEVEL TWO:** Community Corrections  
Residents have limited community access including: employment, job interviews, outside treatment programs, other outside programming approved by PRT and emergency situations. Visits are conducted at the facility.  
‣ 5:00 PM curfew  
‣ Job search Monday through Friday 8:00 AM to 5:00 PM  
‣ Program related activities (PRA) and laundry; No leisure time activities
- LEVEL THREE:** Pre-Release  
Same as Level Two with the addition of increased access to the community for social purposes. Social activities (4 hours per week) are scheduled in advance, approved by Case Manager or Assistant Director and documented with a specific route, destination and time schedule.  
‣ 7:00 PM curfew  
‣ 4 hours of leisure time activities/week; to be taken in one 4 hour block of time
- LEVEL FOUR:** Pre-Release  
Residents have increased access to the community including spending evenings and weekends with family.  
‣ 9:00 PM curfew  
‣ 2 hours of leisure time activities daily  
‣ 12 hours each weekend allowed for day or overnight pass  
Residents will not be approved without the submission of their home telephone bill that reflects no call forwarding, caller ID or three way calling.

**LEVEL FIVE: Home Confinement (or Electronic Monitoring)**

Residents who meet the requirements of this level reside at home and have gainful employment while maintaining their official detention at Coolidge House. This level allows residents to assume increasing levels of personal responsibility while at the same time providing sufficient restrictions. This includes 2 hours of leisure time activities (LTA) daily. Residents who are accepted in the electronic monitoring program are released from the supervision of Coolidge House. Failure to follow Home Confinement guidelines (being out of place, missing spot checks) may result in the resident's immediate return to the program and loss of H/C privileges until the incident is investigated.

**Level Advancement**

In order to qualify for Level Advancement, Bureau of Prisons-referred (institutional transfer) residents must meet the following conditions:

1. Removal from Community Corrections Status, and placement on Pre-Release Status as indicated by the Bureau of Prisons.
2. Clear conduct has been maintained, and any sanctions for previous disciplinary infractions must have been served.
3. The resident must be gainfully employed, working at least 40 hours per week, unless excused from this requirement by the Bureau of Prisons.
4. The resident must have made at least their first subsistence payment to the program, and is continuing to make subsistence payments regularly from their income as required.
5. The resident must have a passbook savings account (unless restricted or waived), into which he/she is making regular deposits of 25% of their gross income as required.
6. The resident must have an approved release address.
7. The resident must be maintaining positive program adjustment, interacting appropriately and respectfully with staff and other residents, and must be demonstrating a willingness to fulfill their program requirements.

For USPO-referred residents, Level Advancement is only possible when the resident has met the above requirements, and also when the USPO has provided documentation that the placement of the resident at the program is for services only, and NOT as a result of a violation of conditions or a modification of conditions due to a failure to comply with conditions of Probation/Supervised Release.

Level Advancement changes are made weekly at the PRT meeting. Residents who are fulfilling all of the above-noted criteria would be submitted to advance to Level 4. Residents who are fulfilling all of the above-noted criteria, with the exception of, full-time employment (i.e. working less than 40 hours, but consistently working), OR savings account (for legitimate reasons), OR having an approved release residence, may be submitted to advance to Level 3.

Level Advancement is a privilege, not an automatic process that occurs. Residents who are failing to comply with the program rules will not be granted level privileges. In addition, residents who are approved for level advancement, but fail to maintain their compliance with the above-noted conditions will lose those privileges.

The Bureau of Prisons has the authority to make the final determination in level advancement decisions, with both FBOP and USPO residents.

**Leisure Time Activity (LTA)**

Residents are allowed leisure time activities to their release residency or another approved private residence.

### Public Leisure Time Activity (PLTA)

Residents are allowed public leisure time activities for time in the community, not program related (e.g., movies, gym, eating meals at a restaurant). Some public places are not allowed (bars, liquor stores, etc.). Open spaces such as parks, beaches and golf courses are also not permitted. Staff need to be able to reach residents at all times.

### Program Related Activities (PRA)

Residents are allowed reasonable time in the community to attend program related activities. In addition to purchase clothing, toiletries and other items that are needed for program related activities. PRA will be granted on a case-by-case basis.

### Employment Readiness Class

All new residents shall participate in the Employment Readiness Class. The degree of involvement shall be dictated by a review of each resident's particular circumstances, including such factors as ability, skills, prior work history, and supervision restrictions and obligations. The determination of involvement shall be made by the Employment Specialist in conjunction with the Program Review Team and the resident's Case Manager. The initial determination of involvement will be subject to change, based upon the individual's demonstrated progress.

### Job Search

Residents are required to obtain gainful full-time (40 hours) employment within 15 calendar days after arrival to Coolidge House. Prior to leaving on job search, residents are required to fill out a job search itinerary. Residents must take this form with them every time they go out on a job search. The sheet should be completed as the resident looks for a job. The completed sheet should be left in the case manager's mailbox every day upon the resident's arrival back at the program. The following rules apply to residents on job search:

1. When checking out at the front desk, the resident must make certain to have the complete address of the first stop. It is the resident's responsibility to know their exact time of return.
2. The resident must call as soon as the destination is reached.
3. From the time of the first call, the resident must call in every 2 hours and report his/her location, unless otherwise arranged.
4. Residents on job search must make their predetermined call-ins from a verifiable phone. The resident cannot call from an unpublished telephone number at a residence (a residential private line or a cell phone).
5. If a resident calls from a pay phone and the number comes up anonymous then he/she must find another phone.
6. The Employment Specialist will review job search forms daily to ensure proper verification is attached (business cards, applications, etc.) and that the back of the form is completed.

Please see assigned case manager if there are any questions.

### Case Management

Each resident is assigned to an individual case manager with whom he/she meets regularly to deal with all issues concerning residency community adjustment. The relationship between a resident and his/her case manager is strongly emphasized throughout a resident's involvement with a program. In most cases, a resident's immediate questions will be answerable by that resident's assigned case manager.

- Case Management Issues

Some areas of the program that will be reiterated and emphasized with the resident's case manager include the following: employment search and placement; release residency planning; family adjustment; program related activities; and responsible behavior both in the house and in the community. In addition,

community activities including volunteer services and new group activities will be an ongoing facet to CRJ programming.

- **Curfew Privileges**

Each resident's initial curfew is 5:00 PM. With the approval of his/her case manager, a curfew may be extended for specific program related activities. Curfews can be increased or decreased depending upon a resident's behavior and participation in the program. Residents from the Federal Bureau of Prisons, while signed out to a leisure time activity (LTA) or program related activity (PRA) activity, have a maximum curfew of 9:00 PM. Allowances can be made to accommodate unusual employment situations. Furlough Rules and Regulations apply for Federal Pre-Release residents whenever curfews are extended out of the area.

- **Overnight Passes**

Each resident who handles her/his responsibilities appropriately and meets eligibility requirements may earn an overnight pass on the weekend. Weekend passes are further subject to guidelines developed by the Federal Bureau of Prisons, the U.S. Probation Department, and Coolidge House. The responsible handling of two successive 32-hour passes is a requirement before applying for a full weekend, or 59-hour, pass. **Pass requests must be submitted to each resident's case manager no later than 9:00 PM on Tuesdays.** This request is subject to approval pending a Coolidge House staff person has physically checked out the appropriateness of the pass site.

Each resident on an overnight pass must check-in with the program as scheduled and receive telephone and physical spot checks from staff. Staff can and will make surprise telephone checks at resident residences during the course of a pass. Residents must call the program if they don't receive a spot check.

**Failure to make appropriate check-ins or answer the phone when a spot check is conducted will result in revocation of pass privileges and possible disciplinary actions.**

### Resources

Residents may use the following resources provided by the program to help in their reintegration into the community upon release:

- On-site Job developer/employment specialist.
- Community Resources

Residents can make use of the educational, vocational, treatment, cultural and recreational resources developed by the staff.

### Resident Executive Committee (REC)

The REC is a committee of residents created to improve communications with administrative staff. The Committee is comprised of three residents elected by fellow residents. To qualify, a resident must have been in the program for four weeks, and must be employed or a full-time student. REC duties and responsibilities include:

- meeting with and making recommendations to the program director regarding house and resident issues
- willingness to be asked to assist in a crisis situation (with staff supervision)
- requesting staff or residents to appear at grievance hearings
- active involvement in House Business Meetings
- acting as an advisor for resident grievances

The Program Director may remove members of the REC for any reason. If no residents are interested in participating in this committee, it will be optional.

#### Grievances/ Administrative Remedy Procedures (FBOP residents only)

Residents have the right to present issues of concern to the facility staff and FBOP staff if necessary.

- If a resident has a complaint against any staff person or with any aspect of the program operations, the first step is to speak with their Case Manager. If their complaint is against their Case Manager, they should speak to the Case Manager Supervisor or the Assistant Director. In this way residents should try and handle their grievances informally through discussion.
- If this is not satisfactory, the resident's next step is to request a BP-8 (Request for Informal Resolution) from their Case Manager. The written complaint should include the nature of the complaint and any dates, time, places, and names that are relevant. The resident will receive a written response from the Director or the Assistant Director.
- If the matter is not resolved informally, the resident's next step is to request a BP-9 from the Program Director or designee.
- Completed BP-9s can be sent to the following address:  
     Federal Bureau of Prisons  
     Community Corrections Office  
     U.S. Customs House – 7<sup>th</sup> Floor  
     2<sup>nd</sup> & Chestnut Streets  
     Philadelphia, PA 19106

#### Release

Residents must provide a verifiable release address to their Case Manager as soon as possible, so that this information can be submitted to the appropriate USPO in the release district. In some cases, it is possible that residents may not be eligible for release without a USPO-approved release residence.

Residents sentenced in other Judicial Districts must have a Relocation Release Plan **approved by Probation at least 30 days before their schedule release date**, or they will not be allowed to relocate upon their release from Coolidge House. Residents should further be reminded that it may take up to 2 weeks from the date of receipt for a Probation Officer to respond to a Release Plan.

Upon completion of a resident's sentence, he/she will leave the facility. A few days prior to the end date, the assigned case manager will complete all paperwork needed for the resident's release.

Staff will assist in each resident's release, including:

1. collecting the resident's room key and linens.
2. completing all release forms with the resident.
3. giving instructions on how to contact the USPO within 72 hours of release from Coolidge House.



## **FIRE SAFETY**

### **Fire Drills**

Fire drills will be conducted each month. All residents must evacuate the building as instructed by staff. When the fire alarm sounds, everyone must leave the building and meet on the median strip in front of Coolidge House. Residents should exit the building through the main lobby when a fire drill occurs and follow the Fire Emergency Evacuation Plan. No residents shall use the elevator for evacuation. All residents must familiarize themselves with the following information:

#### **EMERGENCY EXITS (from each floor)**

- 5th Floor:
  - rear fire stairwell to the ground floor;
  - front staircase to the main lobby; and,
  - roof fire exit off the rear stairwell.
- 4th Floor:
  - rear stairwell to the ground floor; and,
  - front staircase to the main lobby.
- 3rd Floor:
  - rear stairwell to the ground floor; and
  - front staircase to the main lobby.
- 2nd Floor:
  - rear stairwell to the ground floor; and
  - front staircase to the main lobby.
- 1st Floor:
  - main front door;
  - fire exit off the resident lounge; and
  - basement stairs to the basement fire door.

There are two fire doors on the 1st, 2nd, 3rd, 4th, and 5th floors, plus two in the basement which must remain closed at all times.

Fire extinguishers are located: at the front desk, in the common room, outside rooms 200 and 206, 300, 306, 400, 406, 500, and 506.

## Coolidge House Residential Re-entry Center

### **Fire Emergency Evacuation Plan and Fire Alarm Procedures for All Residents**

1. If a Fire Alarm sounds, all residents must immediately exit Coolidge House.
2. Exit signs and diagrams are posted throughout Coolidge House on each floor.
3. Residents may use either of the two exits located on each floor.
  - Through the fire doors located in the main stairwell or through the rear fire doors that open by pushing the panic bar.
4. The front stairwell exit leads to the front of the building, down through the front lobby.
5. The rear stairwell leads down to the back alley in the rear of Coolidge House.
6. If the fire is at a lower level, the front and rear stairwell can be used to gain access to the roof.
7. After exiting Coolidge House all residents must proceed immediately to the median strip located between Coolidge House and the YMCA.
8. Once at the median strip, all residents must remain there for a count.
9. All residents must remain on the median strip until Coolidge House staff authorizes re-entrance to the building. (If authorized by the Fire Department.)
10. When residents re-enter the building, they must remain in the TV/Telephone Lounge for a second count. No one is allowed upstairs until permission is given by Coolidge House staff.
11. Failure to follow any of the steps in this procedure may result in disciplinary actions.

## **RULES AND DISCIPLINE**

### **Program Rules**

Residents are expected to abide by and deal responsibly with the Program Rules. The major rules include the following:

1. No physical violence or threat of physical violence.
2. No possession or use of drugs not prescribed by medical professionals.
3. No possession or use of alcohol.
4. Residents should address and communicate with staff and fellow residents in a respectful manner.
5. Residents should complete details and work assignments in a timely manner.
6. Residents should maintain a clean and safe room.

Residents shall notify staff of being arrested or questioned by any law enforcement officer. Residents must provide supervisory staff (preferably their assigned case manager) with a memo if they are detained by any law enforcement agency explaining the incident.

Residents are required to interact with program staff and other residents in a respectful manner. Any resident who is disrespectful or insolent to a staff member will receive an incident report. Any resident who makes threats against a staff member, another resident, or any other person, whether directly or indirectly, will receive an incident report. Any resident who assaults, or attempts to assault, any other person will receive an incident report. Physical violence, or the threat of physical violence will not be tolerated at the program. Residents who participate in this type of behavior will be subject to severe disciplinary action, up to and including termination from the program and/or return to higher custody.

### **Rule Violations and Sanctions**

Violation of program rules may necessitate disciplinary action by the staff. Such actions may range from verbal reprimands for minor program violations (e.g., lateness to meetings) to expulsion from the program for very serious inappropriate behavior (e.g., physical violence). A resident's status and progress in the program will always depend on that individual maintaining responsible behavior.

When a minor violation has taken place, the resident shall meet with the Program Director or designee. The nature of the violation shall be fully explained and the appropriate discipline shall be taken.

For minor violation of program rules, the Program Director or designee may impose the following informal sanctions:

- Verbal warning
- Written warning
- Cleaning duties
- Reduced curfew
- Room restriction.
- Level reduction (loss of LTA, PLTA, PRA or passes/furloughs)
- Denial of Level Advancement Request
- Retardation of level advancement eligibility

For major violations of program rules, an incident report will be generated by program staff, and formal sanctions may be imposed according to the FBOP Prohibited Acts and Disciplinary Severity Scale (see next page).

### Incident Reports

Institutional Transfer (FBOP) residents who receive incident reports will be subject to disciplinary action, should it be determined that the violation of program rules has occurred. This disciplinary action may result in informal sanctions being issued (e.g. extra duty, loss of level privileges, etc.), which requires the resident to agree to the informal sanctions, and also to complete or serve the sanction. This is not a guaranteed outcome with regard to incident reports. Formal disciplinary action, including formal investigation, formal Center Discipline Committee Hearing, and submission of the information to the Discipline Hearing Officer (DHO) may also be the outcome of an incident report. When an incident report is being processed formally, the resident may not advance levels until the decision of the DHO has been received in writing, and only after any sanction issued by the DHO has been served. Formal sanctions may include: loss or forfeiture of Good Conduct Time, loss of visitation privileges, restriction to Community Corrections Status (Level 2), return to higher custody (disciplinary transfer). Should a resident receive a series of incident reports, he/she may be deemed to have demonstrated an unwillingness or inability to comply with the program rules and his/her continued placement at the program may be jeopardized.

US Probation-referred residents who receive incident reports will also be subject to disciplinary action. Typically, the assigned USPO is notified of the incident report, and is asked to conduct an Administrative Hearing with the resident. These incident reports are typically dealt with informally, since formal disciplinary procedures do not apply to USPO cases. However, it should be understood that USPO residents are subject to termination from the program should they fail to comply with program rules. This may occur with or without an incident report being received by the resident, depending on the nature of the incident.

### Appeals

Residents have 30 days to contest disciplinary decisions to the Regional Director.

**FBOP PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE**  
GREATEST CATEGORY

The UDC shall refer all Greatest Severity Prohibited Acts to the DHO with recommendations as to an appropriate disposition.

CODE	PROHIBITED ACTS	SANCTIONS
100	Killing	A. Recommend parole date rescission or retardation.
101	Assaulting any person (includes sexual assault) or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or carried out by an inmate)	B. Forfeit earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended). B.1 Disallow ordinarily between 50 and 75% (27-41 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended)
102	Escape from escort; escape from a secure institution (low, medium, and high security level and administrative institutions; or escape from a minimum institution <u>with</u> violence	C. Disciplinary Transfer (recommend). D. Disciplinary segregation (up to 60 days).
103	Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, e.g., in furtherance of a riot or escape; otherwise the charge is properly Classified Code 218, or 329)	E. Make monetary restitution. F. Withhold statutory good time (Note – can be in addition to A through E – cannot be the only sanction executed.) G. Loss of privileges (Note - can be in addition to A through E – cannot be the only sanction executed).
104	Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive or any ammunition	
105	Rioting	
106	Encouraging others to riot	
107	Taking hostage (s)	
108	Possession, manufacture, or introduction of a hazardous tool (Tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., hack-saw blade)	
109	(Not to be used)	
110	Refusing to provide a urine sample or to take part in other drug-abuse testing	
111	Introduction of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff	
112	Use of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff	

CODE	PROHIBITED ACTS	SANCTIONS
113	Possession of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff	Sanctions A-G
197	Use of a telephone to further criminal activity	
198	Interfering with a staff member in the performance of duties. ( <u>Conduct must be of the Greatest Severity nature.</u> ) This charge is to be used only when another charge of greatest severity is not applicable.	
199	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. ( <u>Conduct must be of the Greatest Severity nature.</u> ) This charge is to be used only when another charge of greatest severity is not applicable.	

#### HIGH CATEGORY SANCTIONS

CODE	PROHIBITED ACTS	SANCTIONS
200	Escape from unescorted Community Programs and activities and Open Institutions(minimum) and from outside secure institutions - <u>without</u> violence.	A. Recommend parole date rescission or retardation. B. Forfeit earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
201	Fighting with another person	
202	(Note to be used)	
203	Threatening another with bodily harm or any other offense	B.1 Disallow ordinarily between 25 and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended)
204	Extortion, blackmail, protection: Demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing	C. Disciplinary Transfer (recommend). D. Disciplinary segregation (up to 30 days).
205	Engaging in sexual acts	E. Make monetary restitution.
206	Making sexual proposals or threats to another	F. Withhold statutory good time.
207	Wearing a disguise or a mask	G. Loss of privileges: commissary, movies, recreation etc.
208	Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure	H. Change housing (quarters) I. Remove from program and/or group activity J. Loss of job K. Impound inmate's personal property
212	Engaging in, or encouraging a group demonstration	L. Confiscate contraband M. Restrict to quarters
213	Encouraging others to refuse to work, or to participate in a work stoppage	
214	(Not to be used)	

CODE	PROHIBITED ACTS	SANCTIONS
215	Introduction of alcohol into BOP facility	Sanctions A-M
216	Giving or offering an official or staff member a bribe, or anything of value	
217	Giving money to, or receiving money from, any person for purposes of introducing contraband or for any other illegal or prohibited purposes	
218	Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00 or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value	
219	Stealing (theft; this includes data obtained through the unauthorized use of communications facility, or through the unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored.)	
220	Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized and conducted by staff)	
221	Being in an unauthorized area with a person of the opposite sex without staff permission	
222	Making, possessing, or using intoxicants	
223	Refusing to breathe into a breathalyzer or take part in other testing for use of alcohol	
224	Assaulting any person (charged with this act only when less serious physical injury or contact has been attempted or carried out by an inmate)	
297	Use of the telephone for abuses other than criminal activity (e.g., circumventing telephone monitoring procedures, possession and/or use of another inmate's PIN number; third-party calling; third-party billing; using credit card numbers to place telephone calls; conference calling; talking in code).	
298	Interfering with a staff member in the performance of duties. <u>Conduct must be of the High Severity nature.</u> ) This charge is to be used only when another charge of the high severity is not applicable	
299	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. <u>(Conduct must be of the High Severity nature.)</u> This charge is to be used only when another charge of high severity is not applicable	

## MODERATE CATEGORY

CODE	PROHIBITED ACTS	SANCTIONS
300	Indecent Exposure	A. Recommend parole date rescission or retardation.
301	(Not to be used)	B. Forfeit earned statutory good time or non-vested good conduct time up to 25% or up to 30 days whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
302	Misuse of authorized medication	
303	Possession of money or currency, unless specifically authorized, or in excess of the amount authorized	B.1 Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
304	Loaning of property or anything of value for profit or increased return	C. Disciplinary Transfer (recommend).
305	Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels	D. Disciplinary segregation (up to 15 days).
306	Refusing to work, or to accept a program assignment	E. Make monetary restitution
		F. Withhold statutory good time.
307	Refusing to obey an order of any staff member (May be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed; e.g., failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered would be charged as Code 110)	G. Loss of privileges: commissary, movies, recreation, etc.
		H. Change housing (quarters)
		I. Remove from program and/or group activity.
		J. Loss of job.
		K. Impound inmate's personal property
308	Violating a condition of a furlough	L. Confiscate contraband.
309	Violating a condition of a community program	M. Restrict to quarters.
310	Unexcused absence from work or any assignment	N. Extra duty.
311	Failing to perform work as instructed by the supervisor	
312	Insolence towards a staff member	
313	Lying or providing a false statement to a staff member	
314	Counterfeiting, forging or unauthorized reproduction of any document, article of identification, money, security, or official paper. (May be categorized in terms of greater severity according to the nature of the item being reproduced; e.g., counterfeiting release papers to effect escape, Code 102 or Code 200)	
315	Participating in an unauthorized meeting or gathering	
316	Being in an unauthorized area	
317	Failure to follow safety or sanitation regulations	



CODE	PROHIBITED ACTS	SANCTIONS
318	Using any equipment or machinery which is not specifically authorized	Sanctions A-N
319	Using any equipment or machinery contrary to instructions or posted safety standards	
320	Failing to stand count	
321	Interfering with the taking of count	
322	(Not to be used)	
323	(Not to be used)	
324	Gambling	
325	Preparing or conducting a gambling pool	
326	Possession of gambling paraphernalia	
328	Giving money or anything of value to, or accepting money or anything of value from: another inmate, or any other person without staff authorization	
329	Destroying, altering or damaging government property, or the property of another person, having a value of \$100.00 or less	
330	Being unsanitary or untidy; failing to keep one's person and one's quarters in accordance with posted standards	
331	Possession, manufacture, or introduction of a non-hazardous tool or other non-hazardous contraband (Tool not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety; other non-hazardous contraband includes such items as food or cosmetics)	
332	Smoking where prohibited.	
397	Use of the telephone for abuses other than criminal activity (e.g., conference calling, possession and/or use of another inmate's PIN number, three-way calling, providing false information for preparation of a telephone list).	
398	Interfering with a staff member in the performance of duties. <u>(Conduct must be of the Moderate Severity nature.)</u> This charge is to be used only when another charge of moderate severity is not applicable	
399	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. <u>(Conduct must be of the Moderate Severity nature.)</u> This charge is to be used only when another charge of moderate severity is not applicable.	

## LOW MODERATE CATEGORY

CODE	PROHIBITED ACTS	SANCTIONS
400	Possession of property belonging to another person	B.1 Disallow ordinarily: up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months);
401	Possessing unauthorized amount of otherwise authorized clothing	Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months)
402	Malingering, feigning illness	(a good conduct time sanction may not be suspended) (See Chapter 4, page 16 for VCCLEA violent and PLRA inmates.)
403	Not to be used	
404	Using abusive or obscene language	
405	Tattooing or self-mutilation	E. Make monetary restitution.
406	Not to be Used	F. Withhold statutory good time.
407	Conduct with a visitor in violation of Bureau regulations (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G)	G. Loss of privileges: commissary, movies, recreation, etc.
		H. Change housing (quarters).
		I. Remove from program and/or group activity.]
408	Conducting a business	J. Loss of job.
409	Unauthorized physical contact (e.g., kissing, embracing)	K. Impound inmate's personal property
410	Unauthorized use of mail (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G) (May be categorized and charged in terms of greater severity, according to the nature of the unauthorized use: e.g., the mail is used for planning, facilitating, committing and armed assault on the institution's secure perimeter, would be charged as Code 101, Assault)	L. Confiscate contraband.
		M. Restrict to quarters.
		N. Extra duty.
		O. Reprimand.
		P. Warning.
497	Use of the telephone for abuses other than criminal activity (e.g., exceeding the 15-minute time limit for telephone calls; using the telephone in an unauthorized area; placing an unauthorized individual on the telephone list).	
498	Interfering with a staff member in the performance of duties. <u>Conduct must be of the Low Moderate Severity nature.</u> ) This charge is to be used only when another charge of low moderate severity is not applicable.	
499	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. <u>Conduct must be of the Low Moderate severity nature.</u> ) This charge is to be used only when another charge of low moderate severity is not applicable.	<b>Note:</b> Aiding another person to commit any of these offenses, <u>attempting</u> to commit any of these offenses, <u>and making plans</u> to commit any of these offenses, in all categories of severity, shall be considered the same as a commission of the offenses itself.)

**SUMMARY**

The Resident Handbook may be revised whenever staff determines that more appropriate guidelines are needed. Resident input into such changes can take place through the REC. However, all revisions are subject to final approval by the Chief Executive Officer of Community Resources for Justice, Inc.

I, \_\_\_\_\_ have read, understand and agree to comply with the Resident Handbook of Community Resources for Justice, Inc., Coolidge House Edition.

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CRJ Representative

\_\_\_\_\_  
Date

Please retain this handbook as a reference during your stay and hand it in when you leave.

We hope that your stay at Coolidge House will be responsible and rewarding !!!